



HIGH IMPACT MEETINGS

Learn from influencers and experts. Sharpen your knowledge. Gain and share new ideas and best practices. Learn about the latest techniques and insights.

About The Course

Meetings are the bloodline of any organisation. Most managers / leaders spend countless hours in meetings, regularly. However, not all meetings are effective.

The cost of poorly run meetings is phenomenal. This course help you learn how to facilitate meetings professionally and get the most out of each meeting.

Course Outline

- Types of meetings
- Role of the chairperson or facilitator
- Pre-During-Post: Giving structure to your meeting.
- Meeting simulation.
- Meeting Skills to manage participation.

Who Should Attend

For those who chair face to face or virtual meetings and want to make the most of their meeting time. Ideally suited for managers, leaders, team leaders and project lead.

Course Methodology

'MicroLearningLabs' are run in-house and last 90-120 minutes. These workshops are conducted online or face to face using experiential learning techniques that keep participants engaged.

For Customizations and Inquiries Contact Us



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